

**2010 TGEI Steering Committee
Minutes for July 8, 2010
James K Polk Building 15th Floor Conference Room
Conference Call Number 615-741-2032**

Members Present

Kandi Thomas, Chair

Members Absent

Danielle Barnes
Debra Bloomingburg
Jamie Kilpatrick
Jesse Neely
Mac Purdy
Doug Stephens
Jerry Lester

Members Present Via Conference Line

Lamont Price, Vice Chair
Brian Senecal
Barbara Wall
George Zukotynski
Melinda Williams

Guests

Donna Jewell
Derek Martin

Agenda	
Topic	Notes
Review and Approve June 2010 Minutes	Barbara Wall submitted one change via email. This change has been made to the minutes. Kandi will send the minutes to Trish to put on the website.
Need a secretary Or volunteer for each meeting for minute taker.	Donna will take notes and forward to Kandi for corrections.
Treasurer's Report	Jesse gave Kandi a Treasurer's Report prior to the meeting. TGEI has approximately \$800 in cash between savings and checking accounts. No change is anticipated until revenues and expenses for the Fall Conference start accruing.

Update on Annual Conference

Immediate Action Required –

Kandi, Pam Barfield and Lauren Hill have confirmed meals and snacks with the State Parks.

Kandi has established a cancellation date with the Parks and with the Tennessee Room if too few people register for the Conference. According to Lamont's budget, our break-even point is 208 people.

Kandi will send the registration form back to Lamont for the correction of two small errors.

Trish suggested we use an outside vendor (Rolfe) for the audio equipment/set-up for the conference. He charges \$600, but provides excellent service as seen at the most recent Lead Tennessee meeting.

Lamont will send the conference budget to Kandi.

Speaker packets need to be finalized soon. These packets will include the goal, the theme, requests for speaker biography and powerpoint presentations, and a timeline to have these items back to us. **Lamont will talk to Jon Zirkle about what all will be included.** Still to be added: registration form, topic and agenda. We will request to have these back from the speakers by September 3rd.

Two point people (one from TGEI and one from TGMI) have been identified to help facilitate the conference. Debra Bloomingburg and Phyllis Hodges have agreed to serve in these roles.

According to Trish, printed materials need to go through the Publications Committee. Lamont indicated that this process normally takes 2 – 3 days. We think that the agenda definitely needs to go through this process, but the registration form does not. George asked about the presenters' powerpoint presentations. Donna asked whether providing CDs or downloads prior to the conference would get us out of this requirement. Barbara indicated that her department sends anything that goes to the general public or outside

	<p>of her department goes through this process, but internal documents do not. Kandi suggested we find out who is on the committee and get clarification as to what has to go through this process.</p> <p>Evaluations will be done through Survey Monkey. Barbara will ask Cathy Salazar if she minded created the evaluation. She also asked if there were any copies of previous evaluations to go by as an example. Kandi said she would ask Saya and DOHR if they had any.</p> <p>Barbara asked whether she and Cathy Salazar were still responsible for volunteer or if Debra Bloomingburg would be as the point person for TGEI. Kandi said she would discuss this with Debra when she got back from vacation next week.</p> <p>DOHR should be sending out the registration form soon.</p> <p>We will be able to start working on the agenda when we get speaker packets back.</p>
<p>Alumni Directory Update: We have asked DoHR for TGEI class rosters. How we asked Dr. Tom?</p> <p>DoHR how often we need to update the website for changes in the Alumni Directory. Monthly? Quarterly? Other?</p> <p>Security of Alumni Database – Concerns - Some retired Alumni have provided Donna with home addresses, phone numbers, and private email addresses. While we have their permission to include the information in the directory, can we or should we try to protect? If so, how?</p>	<p>Donna said she has 317 email addresses out of over 700. Suggestions for finding people included asking alumni who work in the same department or human resource directors. Donna will try this in the upcoming weeks. George suggested a lottery for those who have updated their information.</p> <p>Donna brought up whether the directory would be able to be updated by anyone visiting the website. Kandi said that she would try to set up a meeting with Sharon Buwalda to find that out.</p> <p>The suggestion was made to send out an email when the directory is live and, when a reminder email is sent out about the Fall Conference, tell alumni to let others know.</p>

<p>Status of documentation of any of our processes. (Events such as the Community Service events, golf tournament, conference planning, steering committee nomination and election process, and Holiday Breakfast planning)</p> <p>We discussed briefly and reminded all who are involved in event planning or other functions to document their processes so that we can create our steering committee handbook for future committees.</p>	
<p>Ideas for the Year:</p> <ul style="list-style-type: none"> - Community Services Projects - Share TGMI outreach efforts to local schools and possible TGEI partnership - State Parks Update from Lamont - Jesse Update on Golf Event - 	<p>Lamont has discussed a possible golf outing with Gene Naifeh. They suggest getting together at a state park to make it a more family event. Doug Stephens will be contacted at the appropriate time for his help in making this happen. This event will hopefully take place after the Conference.</p>
<p>Issues on keeping the website current with pictures and updates on events.</p>	
<p>Update on discussions from the combined meetings with DOHR and TGMI</p>	<p>Most involved Fall Conference. See above.</p>
<p>Other Business TGEI Orientation July 14 @ TBI.</p>	<p>Derek mentioned that a mixer will be held on August 12 at the Blackstone from 4:30 to 6:30. This will be a chance for the 2010 Class, the 2009 Class, and Steering Committee to meet and network.</p> <p>Derek also said that a bowling event (location TBD) will be held on September 11th. This will give the 2010 Class an opportunity to meet in between their sessions and alumni are also invited.</p> <p>Orientation – Lamont and Kandi are planning something for their part of Orientation. They will be given approximately 20 minutes.</p>

Future Agenda Topics:

Update from Derek regarding Changes to By-Laws
By-laws: Changes need to be proposed (addition of an office of Vice-President, change Reporter function, change restriction for classes prohibited for running for Steering Committee positions)

We will need to explain the election process to the Class of 2010 during their first week (end of August). Derek has been working on changes and has sent the draft to Cathy Salazar to make it more understandable. We will have to approve the proposed wording at the August meeting (we cannot approve the changes until we have the December Annual Meeting, but we will be able to tell the 2010 Class what the proposals are).

Derek asked for George and Kandi's input on a few issues. Article 7, Section 1 discusses ex officio members. Derek asked if that still needed to be in there since DOHR and UT have changed their roles. George recommended that the sentence be removed from the By-Laws. Kandi stated that the Steering Committee can always invite them and agreed with the recommendation.

Article 7, Section 6 refers to members of the Steering Committee take part in the selection process for new classes. Kandi and George stated that this has gone back and forth and it would be better to remove this as well.

Derek will send the finalized version prior to the next meeting so we can be ready to discuss it at the August meeting.